



News & Views

MAKE YOUR BUSINESS GREAT IN 2008 !

SEVEN “Ps” for SUCCESS!

Purpose: Why are you in business? Who are your customers? What are your goals? Having a mission and a vision statement can help give you direction on what you desire to accomplish with your business.

Plan: A business plan that includes a marketing, management, operational and financial plan can help you accomplish your company’s mission and vision. Knowing what makes your company different from the competition or what your company’s niche is can create a competitive edge. As a business owner you must decide how you will manage accounts, employees and time before getting the first client, or hiring your first employee. Determining how to manage these areas beforehand could help you avoid making costly mistakes. Decide what method you will use for tracking revenues and expenses, tracking jobs and payroll. Not having an effective method could have a negative impact on your profits.

Prepare: Make sure that you have sufficient funds allocated for start up and reserves to cover operating expenses until the company generates revenue. Once you are open for business when responding to bids or quotes, make sure that what you submit is prepared professionally, meaning that it is legible, accurate and submitted in a timely manner. What clients see is a reflection of your company and they want to see that your company is professional and reliable.

Participate: Potential clients need to know that your company is open for business. Many customers also want to put a face to a company’s name. One way to let them know who you are and what services your company provides is by attending pre-bid conferences. These conferences provide an excellent forum for you to identify clients and for them to meet you. In addition, you can also meet other small or minority business that your company could partner with on jobs that may be beyond your company’s capability.

Partner: Creating Strategic Alliances or partnerships can help ensure your company’s success. If you are not able to perform business functions such as payroll, bookkeeping or marketing, find a company that can perform those critical functions for you. Also creating a partnership to bid on a job could help take your business to the next level.

Persevere: You might find it challenging to get in the door of agencies and or companies. Don’t give up! Keep your eyes on your goals. Try to identify the Minority Business Affairs or Small Business advocate in the organization that you want to do business with. You can usually find this information on companies’ websites. They can prove to be a great resource to your company and help facilitate meeting key purchasing people.

Prosper: As a business owner you want to make a profit. There are some mistakes that you want to avoid to ensure that your company is profitable. The first mistake is setting prices that are too low because other factors such as fuel prices, merchant fees (if you accept credit cards) and others were not considered in determining your price. Secondly, not hiring the right people or partnering with the right companies. Finally not having a written contract or not understanding what you are committing to. Make sure all agreements are clearly written. Agreements should include the scope of service or products being provided, the price, the timeframe and payment arrangements. If you do not understand what you are signing have someone else, such as an attorney, review it before signing on the dotted line.

Current Facilities Projects:

C-90650

New High School "AAA"

MBAO Goal: 15%

W. G. Mills Inc.

Jason Curt, Project Manager (904) 281-7718

08 Annual Contractors contact information is now available on line. Please go to www.duvalschools.org/mbao and click on the link entitled 08-09 Contracts to download this information. Remember all of these contracts have an MBE participation goal which may mean an opportunity for you!

C-91130

Bartram Springs K-5

MBAO Goals: Design 20% Construction 15%

Awarded to the following:

Architecture

Bhide & Hall Architects

Robert McVeigh

(904) 264-1919

Construction Management

Skanska USA Builders

Kim Ertel, Project Manager

(904) 529-8381

C-91140

Waterleaf K-8

MBAO Goals: Design 20% Construction 15%

Awarded to the following:

Architecture

Bhide & Hall Architects

Robert McVeigh

(904) 264-1919

Construction Management

W. G. Mills, Inc.

Phillip Norman,

Project Manager

(904) 281-7720

For more information regarding Facilities Planning and Construction, please visit

www.duvalschools.org/static/aboutdcps/departments/facilities

DCPS Purchasing Bids:

Listed below are the expiring bids (these bids are subject to renewal). The MBE goals are listed as:

I = Inclusion S= Sheltered O= Open E= Encouragement

January 2009

ITB-022-08/LM Small Hand Tools (I)
ITBS-025-08/LM Custodial Supplies (S)
ITB-009-08/CP Kitchen Smallwares (I)
RFP no.1-07/LG General Banking Services

February 2009

ITBS-023-06/CP Landscape Maintenance (S)
ITB-024-06/CP Landscape Maintenance (I)



March 2009

ITB-26-08/CP Fertilizer & Pesticides (O)
ITB-003-09/LM Chain Link Fence Parts (I)

Email Addresses and Fax Numbers

Please make sure that our office has your current email address and fax number. Bid notifications and other important information is sent out via email or fax. Also please check your email often, you don't want to miss any opportunities. If you don't have an email address you can create one for free at hotmail.com, msn.com or yahoo.com.

*For bid information , remember to visit
Purchasing Services online at
www.duvalschools.org/purchasing*

*Visit the Minority Business Affairs Office online at
Www.duvalschools.org/MBAO*

**Duval County Public Schools
Minority Business Affairs Office
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(904) 858-1480 phone
(904) 858-1492 fax**